

**BOARD OF DIRECTORS – ACTION SUMMARY**  
**Wednesday, March 23, 2005 – 6:00 p.m.**

**Administration Building**  
**2101 Hurley Way, Sacramento, CA**

**CALL TO ORDER**

The meeting was called to order by President Granados. Board Members present: Engellenner, Goold, Granados, Jones, Lawson, Trujillo, Valley. Directors Duveneck, Kelly, absent. Staff: Fire Chief Martinez, General Counsel Price, Board Clerk Tilson.

**PLEDGE TO FLAG**

**ANNOUNCEMENT**

Meeting was dedicated in memory of retired Sacramento City Fire Battalion Chief Don Hartwick who was tragically killed in an auto accident this week.

**PUBLIC OPPORTUNITY TO DISCUSS MATTERS OF PUBLIC INTEREST WITHIN  
DISTRICT JURISDICTION INCLUDING ITEMS ON OR NOT ON THE AGENDA**

**CONSENT AGENDA:**

**1. Board Meeting Action Summary—March 9, 2005**

- **Board Action:**  
*Goold/Engellenner—approve the Consent Agenda. Directors Engellenner, Goold, Granados, Jones, Lawson, Trujillo, Valley, AYE. Directors Duveneck and Kelly, absent. Motion carried.*

**ACTION ITEM(S)**

**1. Special District Nomination for Alternate Special District  
Representative to the Sacramento Local Agency Formation  
Commission (LAFCo)—(Granados)**

- **Board Action:**  
*Engellenner/Goold—nominate Director Jones for Alternate Special District Representative to LAFCo. Directors Engellenner, Goold, Granados, Jones, Lawson, Trujillo, Valley, AYE. Directors Duveneck and Kelly, absent. Motion carried.*

**2. Televised Board Meetings for Broadcast on Cable Television—(Martinez)**

- Need Board authorization by motion to start the process for televising our meetings.

The next step would be to write a letter to the Sacramento Metropolitan Cable Commission to schedule a meeting to discuss the process and required technical specifications. Cable staff versus District staff would produce the tape delayed broadcast for television according to available time slots.

- Director Trujillo requested information on the financial impact.

Fire Chief Martinez stated staff will come back with the financial impact prior to signing but need authorization to proceed in order to acquire the cost.

- Director Engellenner stated he will vote no pending the exact financial impact.

- **Board Action:**

*Goold/Jones—authorize fire administration to contact the Cable Commission to start the process. Directors Goold, Jones, Valley, AYE. Directors Engellenner, Lawson, Trujillo, Granados, NO. Directors Duveneck, Kelly, absent. Motion failed 4-3 vote.*

President Granados recommended the Fire Chief bring this issue back with the financials for a full Board decision since two members are absent.

**PRESENTATION ITEM (S)****1. Board Fire Investigation Committee Report—(Trujillo)**

- An Ad Hoc Committee Meeting was held March 22, 2005 at 9:00 a.m. in the Administration Building to review the U.S. Fire Administration Final Report and Recommendations – Arson/Fire Investigation Unit Technical Assistance Project. Directors Trujillo, Jones and Lawson, Fire Marshal Dobson, Supervising Fire Investigator Barsdale, Fire Investigators Stanton and Johnson were in attendance.
- Fire Marshal Dobson stated the Board referred the Final Report back to the Ad Hoc Committee.

The big issues confronting the Program relate to the working conditions and hours worked. Some recommendations address the work schedule specifically.

He did not support a 24-hour shift but made a commitment to get the Investigators off when scheduled. The Investigators and their unit were in support based on a recommendation to increase the staff. The consultant recommended an increase of two Investigators. Staff recommends an increase of one with review in 6-12 months of the changes in the callout procedures and case management program to determine the need of a second investigator. This issue will be brought back to the Committee in one year. The Fire Chief will also present to the Board a complete package of all District requests for additional help in the budget process.

Moving forward on most of the recommendations. Looking at additional issues of vehicles, mileage and rotation, possible change in type of vehicles used pending research; additional clerical support.

Recommending tonight that the testing/hiring process be started now. Current list is almost exhausted and the process takes about six months which coincides with the conclusion of the budgeting process for an informed decision on the number of personnel.

- Director Lawson asked if it is a Metro or Homeowner's policy issue if there is a theft of District property in a vehicle.

Counsel Price stated it is the District's responsibility as long as the vehicle is locked and the equipment is properly secured.

- Director Trujillo referred to the evidence locker in a building at Station 21 and a need to revamp.
  - Chief Dobson stated the only problem is a need to formalize our policies and rotate evidence out under proper guidelines for disposal, which will add ample storage space.

Issue for referral to the Policy Committee.

Director Trujillo supported other issues brought up by the Investigators.

- Explorer vehicles more appropriate than Crown Victorias in consideration of evidence stored and equipment.
- Committee consensus in support of 4/10 work schedule.
- Recommending to the full Board that two Investigators be hired and look in-house first for firefighters with peace officer status and an interest in the job.

- Ad Hoc Committee in support of starting the testing/hiring process.
- Position additions to be made through the budget process and staffing authorization, with a report back to the Finance Committee when the Preliminary Budget is considered in April.
- In response to a request by Director Lawson, Chief Dobson stated he would provide the investigator caseload figures for 2004 in the next Board packet.

#### **PRESIDENT'S REPORT—(Granados)**

- Committee chairs to review the Final Strategic Objectives and start working with staff on assigned items.  
Tentative date for Counsel Price to brief the Board on the Brown Act.  
Written District Annual Report to be provided at the end of the calendar year.

#### **FIRE CHIEF'S REPORT—(Martinez)**

- Distributed memo to the Board on Notification of Board Members on Sensitive Issues based on collective discussion at the March 18 Special Board Meeting, for use as an interim guideline.  
  
The Policy Committee will take up the issue of a formalized policy on Board Notification and this document may be helpful in establishing the policy.
- Preliminary Budget scheduled for presentation to the Finance Committee in April, Budget Workshop to precede the May presentation to the Board to answer any questions.
- Informational item only relative to storm water runoff. Issue with the runoff into storm water drains from washing vehicles. Staff is working with appropriate agencies on necessary corrections to avoid citations by regulators.

**GENERAL COUNSEL'S REPORT—(Price)**

Reported the following Workers' Compensation claim settlement:

Randy Clover v. Sacramento Metropolitan Fire District  
WCAB SAC 330592

Within settlement authority provided by the Board of Directors, staff and Workers' Compensation Counsel have secured a stipulated settlement award of WCAB SAC 330592 from Randy Clover for the amount of \$53,696.25 plus costs for future medical treatment to cure or relieve the effects of the injury.

**COMMITTEE AND DELEGATE REPORTS:****Executive Committee—(Granados)**

- Next meeting: TBA

**Communications Center Delegate—(Engellenner)**

- Comm Center Manager's first evaluation since appointment is scheduled March 29. Input received from District staff members with a daily work interface – Captain Baumann, Deputy Chief Ritter and Fire Chief Martinez, with Counsel Price present.

Counsel Price stated Director Engellenner requested staff involvement for consideration in performing the evaluation which will be conducted by the Comm Center Board in Closed Session.

- Next meeting: March 29, 2005 – 10:30 AM

**California Fire & Rescue Training Authority—(Goold)**

- Next meeting: April 15, 2005 – 10:00 AM

**Finance Committee—(Jones)**

- Received presentation. Budget Workshop suggested for the week of May 16 through 21. Submit available dates to Board Clerk Tilson.
- Next meeting: April 27, 2005 – 5:00 p.m.

**Policy Committee—(Trujillo)**

- Next meeting: April 13, 2005 – 5:00 p.m.

**BOARD MEMBER QUESTIONS AND COMMENTS:****Valley:**

- Fire Prevention has been very successful in its number of arrests. Warrants support for adding two more investigators.

**Lawson:**

- Drafting a Resolution in support of the defined benefits retirement plan for employees with clarification of employees under both CalPERS and SCERS. Resolution will be submitted to the Policy Committee for its next meeting.

**Trujillo:**

- Thanked the Fire Investigators who attended the Ad Hoc Committee meeting for their input. Acknowledged Fire Investigator Larry Stanton present in the audience.
- The Board meetings are videotaped. Requested the videotaping be continuous as long as Board members are present in the Board Room until the meeting is adjourned.

Captain Baumann stated the taping usually is stopped during breaks and Closed Session. It will be left running as directed except for the Closed Session break.

Fire Chief Martinez agreed.

**Jones:**

- Thanked the Board for dedicating this meeting to retired Battalion Chief Don Hartwick. It was a sudden death resulting from a car accident. Viewing tomorrow; Funeral service in Camino on Friday. Information is available tonight for those interested. Brief eulogy in commemoration of an outstanding member of the community. Offered condolences to his family.

**Engellenner:**

- Meeting with the Rio Linda-Elverta Historical Society on April 19 at 2 p.m. in the Metro Administration Building, Room 117, chaired by Deputy Chief Plessas.
- Pushing for a Deputy Fire Chief as a Number 2 person, with the Policy Committee to take this issue up. Requested input from Fire Chief Martinez.

**Goold:**

- Referred to the Sacramento Bee news articles on the activities of the City of Citrus Heights City Council and the Elk Grove City Council relative to city services. Challenged the Board to complete within one year our Strategic Objective for development of a Planning Division (City/Business Services) instead of 24-36 months. Priority No. 1 to take an aggressive stance to address this issue so Metro Fire can continue to provide services to these cities and not be in the same situation as the Sacramento County Sheriff's organization.

**Granados:**

- Agrees this is a top priority.
- Apologized for short notice on the Special Meeting but the outcome was positive.
- Received two actuarial letters that showed we paid more than we projected to owe on CalPERS for Miscellaneous and Safety.

Finance Director Houghton explained that those actuarial figures are two years in arrears. Updated actuarials from John Bartel and Mercer on our unfunded pension liability to be provided.

**ADJOURNMENT** – Meeting adjourned at 6:55 p.m. in memory of Don Hartwick.

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Gregory A. Granados, President

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Matt Kelly, Secretary

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Charlotte Tilson, Clerk of the Board